



Department of  
**Human Resources**

# POLICY

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| <b>Approved by:</b> Rebecca R. Hunter, Commissioner  | <b>Policy Number:</b> 12-018 (Rev. 1/16)  |
| <b>Signature:</b> <i>Rebecca R. Hunter</i>   | <b>Supersedes:</b> 11-025; 88-030; 12-018 |
| <b>Application:</b> Executive Branch Agencies, Human Resource Officers, Qualifying Employees | <b>Effective Date:</b> August 1, 2013     |
| <b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-50-102                    | <b>Rule:</b> Chapter 1120-04              |

**Subject:**

## Certified Professional Secretary Examination and Eligibility for Automatic Salary Increase

Tenn. Code Ann. §8-50-102 states: "Any clerical secretarial or clerical management employee or any employee performing closely related administrative support duties of the state who passes the three-part certified professional secretary examination or the full four-part certified administrative professional examination sponsored by the International Association of Administrative Professionals shall be granted an automatic two-step salary advancement under the state's basic compensation plan."

An employee, who is otherwise eligible for a salary increase under this provision, will be allowed to receive only one salary increase for passage of any of these exams.

Most of the job classifications in the "Clerical, Administrative and Sub-professional Fiscal Branch" of the occupational compensation plan fit this definition and should, therefore, be covered by this required pay increase. These classes are identified in Edison and NeoGov by a six (6) digit class code beginning with "00."

The job classifications in this occupational branch not fitting this definition and subsequently not eligible are listed below:

| Class Code | Classification       | Class Code | Classification           | Class Code | Classification           |
|------------|----------------------|------------|--------------------------|------------|--------------------------|
| 002149     | Board Member         | 002184     | Commissioner Member      | 002184     | Student Assistant        |
| 002510     | Elevator Operator    | 002791     | Computer Operator Spec 1 | 002792     | Computer Operator Spec 2 |
| 006110     | Community Sv Asst    | 006121     | Museum Curatorial Aide   | 006122     | Museum Curatorial Asst   |
| 006161     | Volunteer Sv Coord 1 | 006162     | Volunteer Service        | 006163     | Volunteer Service        |

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# **DOHR Policy:**

## **Certified Professional Secretary Examination and Eligibility for Automatic Salary Increase**

**Policy Number:** 12-018

|        |                                      |        |  |        |                         |
|--------|--------------------------------------|--------|--|--------|-------------------------|
|        |                                      |        | Coord 2                                      |        | Coord 3                 |
| 006181 | Welcome Center Asst 1                | 006182 | Welcome Center Asst 2                        | 006183 | Welcome Center Manager  |
| 006184 | Welcome Center Dir                   | 006321 | Teacher's Assistant 1                        | 006322 | Teacher's Assistant 2   |
| 006825 | Counseling Assistant                 | 006835 | Rehabilitation Assistant                     | 006850 | Production Control Spec |
| 007210 | Firing Range Operator                | 007220 | Gift Shop Supervisor                         | 009344 | Collections Manager     |
| 006860 | Vocational Instructor Per Specialist | 007240 | Correctional Industries Sales Representative |        |                         |

Employees in these classes perform duties which are not predominantly clerical-secretarial or clerical-managerial in nature and should not, therefore, be eligible for the CPS automatic salary increase.

The Department of Human Resources shall determine the eligibility of employees in job classifications outside the "Clerical, Administrative and Sub-professional Fiscal Branch" based on assigned job duties and responsibilities.

Questions regarding this policy may be directed to the Agency Resource Center (ARC).